

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, December 8, 2020, at 8:30 am, Municipal Court Room, 1477 Victory Hwy., Burrillville, RI 02830.

Zoom webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88092638255?pwd=WmRZMG1MazBaT0VaZ09UZG9mTXZEUT09>

Passcode: 016125

Telephone: 888 788 0099

Webinar ID: 880 9263 8255

MEMBERS PRESENT: Paul A. MacDonald, Chairman, Robert Tetreault, Tony Wood

Charlotte Gabrielson arrived at 8:48.

OTHERS PRESENT: Dennis Anderson

CALL TO ORDER: The meeting was called to order at 8:44 am by Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the Tuesday, November 10, 2020 meeting minutes and dispense with the reading of said minutes.

Motion to approve the November 10, 2020, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. The vote was unanimous.

APPROVAL OF INVOICES /EXPENDITURES: None.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 2) Discussion, consideration and action relative to Administrative Aide/Financial Aide Eligibility ad.

The Board decided that the ad should be run again prior to testing. Include passing score in ad (70%). Include a copy of the job description when the ad is run to let applicants know if they are qualified for the position. Tests should be run on different dates so applicants will have an opportunity to apply for both tests.

- 3) Discussion, consideration and action relative to the Tax Assessor position.

Jennifer Mooney, Tax Assessor is relocating out of state. Town Manager has offered her to work remotely. Last date to work in office will be Friday, January 8, 2021.

- 4) Discussion, consideration and action relative to approval of the 2021 Schedule of Meetings.

Motion made by Charlotte Gabrielson and seconded by Robert Tetreault to approve and accept the 2021 Personnel Board Schedule of Meetings.

OLD BUSINESS:

5) Discussion, consideration and action relative to the Status of Lists.

There are no eligible outside candidates on the status of lists because it is expired. Testing has not resumed do to COVID.

6) Discussion, consideration and action relative to Personnel Board budgets.

Robert Tetreault inquired about Cardmaster and Webster Bank on the Munis report. Informed the Board that Webster Bank is payment of the Finance Credit card used to pay for GFOA ad for the Finance Director. Mr. Tetreault will set up a meeting with the Clerk to review FY22 budgets.

CORRESPONDENCE: None.

ADDITIONAL NEW BUSINESS: None

GENERAL DISCUSSION: None.

ADJOURN:

Motion was made by Robert Tetreault to adjourn at 9:32 am, seconded by Tony Wood.

Paul A. MacDonald
Paul A. MacDonald, Chairman

1/19/21
Date